

Developmental Disabilities Resource Board of St. Charles County
Board Meeting Minutes
April 19, 2018

The Board meeting was held at the DDRB Office, 1025 Country Club Road, St. Charles, MO 63303. Dan Dozier, DDRB President, called the meeting to order at 7:00 p.m. with a moment of silent reflection.

Members Present:

Joseph Barton, Dan Dozier, Missy Fallert, Byron Hale, Mike Mahoney, Jim Rhodes, Sue Sharp and Connie Tan

Members Absent:

John Morse

Missy Fallert motioned to open the public hearing for FY2019 Financial Projections and Funding Requests. Jim Rhodes seconded the motion. Motion passed unanimously. A roll call of members present was taken: Joe Barton, yes; Dan Dozier, yes; Missy Fallert, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes; Sue Sharp, yes; Connie Tan, yes.

Public Hearing: FY2019 Financial Projections & Funding Requests

Peg Capo, DDRB Executive Director gave a summary of past public hearings.

John Thaelke, DDRB Finance Director gave a summary of the FY2018 budget, FY2018 lapse projection and FY2019 requests.

There were no public comments.

Jim Rhodes motioned to close the public hearing for FY2019 Financial Projections and Funding Requests. Missy Fallert seconded the motion. Motion passed unanimously. A roll call of members present was taken: Joe Barton, yes; Dan Dozier, yes; Missy Fallert, yes; Bryon Hale, yes; Mike Mahoney, yes; Jim Rhodes, yes; Sue Sharp, yes; Connie Tan, yes.

Mission Moment:

Madeleine Moore, DDRB Case Manager gave the Board history of employment for her customer, William. William was employed at a car dealership for a number of years and held a supervisor position. The car dealership was not a good fit for William and he did not enjoy his employment there. Once William quit the dealership he began to work for the Fort Zumwalt School District, utilizing Supported Employment Follow Along. He is employed at Forest Park Elementary as custodial staff. William was recently recognized as employee of the year at Forest Park Elementary, as well as, Employee of the Year for the entire Fort Zumwalt School District. Madeleine read aloud one of the letters submitted on his behalf:

"We, the fourth-grade teachers of Forest Park Elementary, would like to nominate William for the bestowed honor of Employee of the Year. William has distinguished himself in both his employment and volunteer positions in our school.

First of all, he takes pride in his job as an evening custodian. When mentioning that he really doesn't need to wipe down the desks every night, he responds with, "I know I don't have to, but I don't want any of the kids or teachers getting sick." He is willing to do whatever it takes to make our school the best place to be.

If there is a need, William will be the first one to figure out a way to fill it. He is someone to be counted on. We can be assured that when we come to school every morning that our clean classrooms are perfectly ready to take on a new day of learning.

William was invited to come be a guest reader in one of our classrooms. This spurred his desire to help out in an even bigger way. He asked if it would be okay to come tutor kids before beginning his shift. A few days per week turned into William coming to work an hour early every day because he saw a need that needed to be filled and wanted to help.

The students have gained so much out of getting to work with "Mr. William" and then seeing him later in the hallways and sometimes cafeteria. They have adopted him as part of the class. He said it fulfills him so much to see a kid be successful when all he or she needed was just a little extra practice.

Our school won in a big way when Mr. William came onboard. We are so lucky to have not only a caring and compassionate individual on staff, but someone who puts actions to his words. He finds so much joy in his work. Because of his positive example and integrity, we feel he should be recognized and honored as our Employee of the Year."

Madeleine introduced William to the Board. William thanked the DDRB for their support. Changing jobs and receiving supported employment follow along has increased his confidence. It allowed him to go from a terrible working environment to a great environment. He decided to start tutoring the kids because he was bullied badly in school and he doesn't want to see the happen to any of the kids. He just wanted to help the kids that needed extra help. In doing so, one of the kids he tutored was able to go from a 2nd grade reading level to a 4th grade reading level in one school year. William reports that his life is so much better now.

Public Comments and Announcements:

Cindy Clark, Emmaus Homes, Inc. President/CEO, spoke to the Board about the recent changes at Emmaus Homes. Emmaus Homes recently announced that they are moving their entry level direct support staff wage from \$10.50/hour to \$12.00/hour. This is a big commitment from the Emmaus Homes Board and was done after a lot of research by their leadership team. Cindy gave an update to the Board on Emmaus' current staffing crisis and the hopeful long-term impact of their wage decision. Cindy thanked the Board for their leadership in the community and hopes for their continued support throughout the funding cycle.

Minutes of Board Meeting:

Sue Sharp motioned to accept the March 15, 2018 Board meeting minutes as presented. Jim Rhodes seconded the motion. Motion passed unanimously.

Minutes of Kick-off Meeting:

Bryon Hale motioned to accept the April 2, 2018 Board meeting minutes as presented. Missy Fallert seconded the motion. Motion passed unanimously.

Finance Director's Report:

John Thaelke's March 2018 & 3rd Quarter Financial Reports included the following:

FY18 Revenue

- **Taxes** – Based on revenues received to date it appears the DDRB will exceed the revised projection of \$11,518,000 that was shared with the Board in February. John is waiting on April revenue prior to revising both the FY2018 & FY2019 projection of tax revenue.
- **Case Management Billings** – Billings are processed one month in arrears. Revenue appears consistent with budget and current staffing levels.

- **Rent** – Revenue is consistent with the budget.

FY18 Expenses

- Included was a detailed lapse projection by program. This is the same document distributed at the first agency hearing. This document will be updated as John receives additional information.

3rd Quarter Financials

- Detail by program, comparing fiscal years was included. The lapse projection for operations explains the major variances. The only other significant variance is in Capital/One-Time and that is due to a reduced budget in FY2018.

Jim Rhodes motioned to accept the March 2018 & 3rd Quarter Finance Reports as presented. Bryon Hale seconded the motion. Motion passed unanimously.

Executive Director Report

Peg Capo's Executive Director Report included the following:

Legislative and Budget Update

The House Budget Committee finalized their FY2019 budget and sent it to the Senate for consideration. Included in the budget are: 1) \$500,000 for the FACT Parent Partner Pilot in St. Charles and St. Louis County, 2) 1.5% DD Provider COLA increase, 3) \$3.5 Million DD Rate Rebasing increase, 4) Vocational Rehabilitation funding maintenance, 5) \$500,000 Brain Injury Waiver Increase. Senators Bob Onder and Gina Walsh have pledged their support and agreed to contact members of the Appropriations Committee to encourage their favorable vote. The Senate Appropriations committee has begun mark up on all budget bills this week.

Included in the Board packet was the most recent weekly MARF Legislative Report, available only to MARF member agencies.

IDDHelp Update

The St. Louis City SB40 Board, Developmental Disabilities Resources, has joined the IDDHelp partnership with the DDRB and the PLB. This resource will now reach the entire region. The two Community Connectors were hired and started work for the United Way on April 9. They will have spent two weeks training at the United Way on the 211 system. On April 23, they will begin work at the Productive Living Board. Their first task will be meeting with key stakeholders in each county/city to get acquainted and to better understand the IDD system in each county. They will be responsible to build (and then evolve) the call protocol for each geographic area.

Marketing plans are underway to create materials and information on the new IDDHelp system. Plans will include printed materials, press releases, Facebook and Twitter posts, etc. Startup is planned for June 1.

DMH/Division of Developmental Disabilities Update

Included in the Board packet was the most recent PowerPoint presented at the MACDDS meeting in March. State revenues are exceeding the consensus estimate, although they still expect the growth to end the year close to consensus. The update also covers Medicaid Work requirements (generally individuals with DD are exempt), an extensive review of national data on the direct support workforce crisis and recommendations, demographic consumer data trends.

Case Management Director Report

Robyn Peyton's Case Management Director Report included the following:

- The case management program is currently serving 1,265 customers.
- Two additional case managers have been hired bringing our program to full capacity for this fiscal year's budget! Jennifer Rogers-Luetkenhaus and Lauren Priddy will be joining the DDRB team on April 23. Jennifer is coming to us from the St. Charles Regional Office and Lauren is coming from one of our partner agencies.
- Robyn announced that Heathyann Menendez has been promoted to a mentor position replacing Millie Woody who left recently. Heathyann has been with the case management program for almost six years. In addition, Matthew Baugh will be taking on the Quality Enhancement Specialist position for case management. His role will be to assure compliance with the Medicaid Waiver assurances and to coordinate all audit responses. Matthew has been with the program for four years.
- The case management leadership team continues to work on system redesign implementation. The supervisors will begin individual meetings with their case managers in order to discuss the transition of non-Medicaid eligible individuals in to the inactive status through the Division. A transition resource packet has been created that includes information on programs, IDD Help Line through the United Way, how to apply for benefits, a mailing list form to stay connected to the DDRB and website, etc.
- Our CARF survey was Thursday and Friday, April 12 and 13. Primary findings were shared at the exit conference on Friday. The official report with results should be received in a few months.

Coalition Report

There was no Coalition Report.

Finance Committee

Mike Mahoney reviewed the April 3, 2018 Finance Committee meeting minutes.

Human Resource Committee

Peg Capo reviewed the March 15, 2018 Human Resource Committee meeting minutes and April 19, 2018 Human Resource Committee highlights.

Old Business

None

New Business

1. Building B Architect Contract

John Thoeke presented the Building B Architect Contract. The contract is for up to \$91,000. The Board requested a clean copy of the contract with the Board President as the signer.

Mike Mahoney motioned to approve the Building B Architect Contract with revisions as discussed. Jim Rhodes seconded the motion. Motion passed unanimously.

2. Future Stars Academy Update

Future Stars Academy has not complied with contractual agreements. A letter was sent by DDRB staff on March 14, 2018 stating they had until April 16, 2018 to comply. They have not come into compliance. The Board recommended sending Future Stars Academy 30 days' notice, from today, that the contract will be terminated and no renewal contract will be entertained. The letter should also reiterate that the agency has been out of compliance with the contract since January 31, 2018.

Sue Sharp motioned to give Future Stars Academy 30 days' notice of contract termination with no renewal contract consideration as discussed. Jim Rhodes seconded the motion. Motion passed unanimously.

3. FY2018 Daycare Request

The request is to change the FY2018 Daycare unit rate from \$5.87 to \$11.13 per unit, retroactive to July 1, 2017. In FY2018, the DDRB changed the way they fund Daycare. The original unit rate was based on projections and was not accurate. This is only a requested change for FY2018. After Board discussion, it was recommended that Future Stars Academy should be included in this change, should they become compliant with the contract before their contract has terminated.

Jim Rhodes motioned to approve the FY2018 Daycare Request to change the unit rate to \$11.13 per unit, retroactively to July 1, 2017 as presented. Sue Sharp seconded the motion. Motion passed with 7 yeas and 1 nay.

4. FY2019 Applications

a. Daycare Hearing

John Thoeke reviewed the FY2019 Daycare request. DDRB staff and Daycare providers are working on a unit rate for FY2019 that will better suit the intended program. A new unit rate and unit projections by provider will be presented at the May 17 Board meeting.

No motion needed.

b. Late/Incomplete Applications

i. Fort Zumwalt

Fort Zumwalt informed DDRB staff that they would not be able to submit a Board Resolution for their application until after the March 2, 2018 deadline. Staff granted an extension. Fort Zumwalt misunderstood and were under the impression that their whole application was not due until the Board Resolution was complete. This is the first year that Fort Zumwalt has submitted a full application.

Jim Rhodes motioned to accept Fort Zumwalt School District's late FY2019 application as presented. Missy Fallert seconded the motion. Motion passed unanimously.

ii. ITN *StCharles*

ITN StCharles did not turn in a complete application. This also happened with numerous other agencies. ITN's FY2018 contract states "Late submission of the FY2019 Application for Funds will not be considered for FY2019 funding."

Jim Rhodes motioned to accept ITN *StCharles*' incomplete FY2019 application as presented. Connie Tan seconded the motion. Motion passed unanimously.

5. FY2018 DDRB Capital Request: Cubicles for System Redesign

The DDRB is planning to use the library as temporary work space for additional case management staff until Building B is renovated. The plan is to purchase cubicles that can be used in both the Library and Building B. The capital request for cubicles is for up to \$37,890.22.

Jim Rhodes motioned to approve the FY2018 DDRB Capital Request for cubicles for up to \$37,890.22 as presented. Missy Fallert seconded the motion. Motion passed unanimously.

Adjournment

Missy Fallert motioned to adjourn. Jim Rhodes seconded the motion. Motion passed unanimously.

Respectfully Submitted: Nikki Rogers _____